

## **HISPANIC EMPLOYMENT PROGRAM MANAGER**

BEPMs administer the Hispanic Employment Program, which is under the scope of the overall EEO Program and serve as subject-matter experts on employment concerns of Hispanic's. They help identify barriers that impede the employment and/or advancement of Hispanic employees and applicants, and advise commanders and management officials on the implementation of affirmative actions designed to correct the underrepresentation of Hispanic's in specific career fields and in high grades. They Interface with local community groups and with Hispanic organizations.

Other duties required of the position:

Evaluate the current Affirmative Employment Plan and objectives and identify Positions in which Hispanic's are underrepresented.

Assist the district commander and managers in outreach/recruitment for Hispanic's for positions in which are underrepresented.

Review all recruit actions and make recommendations for outreach for Hispanic's in positions which are underrepresented.

Serve as a special advisor to the various subcommittees of the Affirmative Employment Program concerning the employment of Hispanic's and needs in the workplace. I

Provide input to the Recruitment and Retention AEP Subcommittee concerning the requirement of Hispanic's in positions in all PATCOB categories.

Assists the Recruitment Subcommittee on recruitment trips/fairs.

Contacts various Hispanic organizations to ensure the Corps of Engineers is known throughout the community as an employer of choice for Hispanic's. Establish points of contacts in various organizations as points of contact for Hispanic applicants for various job types.

Attends various organization meetings and functions in order to network recruitment possibilities for the district and keep up to date on Hispanic issues in the community.

Serve as an advisor to the commander and the EEO Officer as to the climate and attitude of Hispanic's in the workplace. Inform the EEOO of areas of concern in the workplace and Management practices of questionable nature. Make recommendations as to Employee training needs as well as awareness training for managers and supervisors.

Develop proposals for training or special emphasis speakers. Provide input to the yearly budget on all expenses associated with training and speaker/program requests. Organizes events either personally or through the help of ad hoc committees.

Responsible for all events, programs, commanders' letters, etc concerning Hispanic History Month. As the HEPM must prepare a plan for each FY outlining Proposed activities and funds required. All activities and/or speakers must relate to the improvement of the advancement of Hispanic's in the organization.

Review training EDP's and past training accomplishments to ensure Hispanic's are being provided equal consideration for training, based on organization and individual development needs.

Provide career information and counseling to Hispanic employees. May serve as a mentor to other employees. Supports the district mentor program by participation as well as encouraging employees and management participation.

Represent the commander and/or EEO Office at local and national meetings and conferences on Hispanic issues.